


10 MAR 1964

MEMORANDUM FOR : Chief, Records Administration Staff

SUBJECT : Federal Records Regulations, General  
Services Administration

1. Attached is a copy of the proposed new and revised chapters of Title 3, Federal Records Regulations of the General Services Administration, which has been received for the Agency's concurrence or recommendation for changes.

2. I have asked the Chief of the Logistics Services Division to review the section on mail management and the Chief of the Regulations Control Staff to review the section on directives management and to forward their comments to you by 20 March 1964. After reviewing the sections for which you have primary responsibility, please take into consideration any comments of the other components and prepare by 31 March 1964 a response to the Administrator for General Services for signature of the Deputy Director for Support.

  
Executive Officer to the  
Deputy Director for Support

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Attachment  
GSA Federal Records Regulations